

School of Global Japanese Studies (SGJS) Orientation for English Track Exchange Students



For 2026 Fall Intake

Welcome to the School of Global Japanese Studies!
This presentation provides instructions on the following matters

1 Learning Management Systems

2 How to search courses

3 Course Registration

4 Others

1 Learning Management System

Meiji University utilizes two learning management systems below:

Oh-o! Meiji

For daily class activities



<https://www.oh-o.meiji.ac.jp/login>

- Check daily announcements
- Access course materials & submit assignments
- Take quizzes and surveys
- View your class schedule (ClassWeb)

Academic Affairs System

For course registration



<https://meiji-kyomu.mind.meiji.ac.jp/campusweb/top.do>

- Register, add, or drop courses
- Check course lottery results
- Confirm your individual class schedule
- Confirm your credits and grades

Same ID & password for both systems · The systems are available from September 20

ID

Student ID Number@meiji.ac.jp

PASSWORD

Announced by the International Student Office

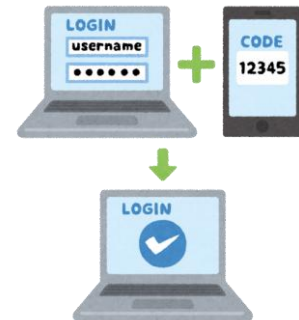
1 Learning Management System

Off-Campus Access (MFA)

Multi-Factor Authentication (MFA)

- MFA is required whenever you access the LMS from off campus.
- Follow the Setup Manual and finish setup in advance

[https://www-meiji-ac-jp.translate.goog/isc/id/manual.html?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja](https://www.meiji-ac-jp.translate.goog/isc/id/manual.html?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja)



Need help?

If you have trouble with login or MFA setup, visit the **Support Desk — Nakano Campus, 4th Floor.**

1 Learning Management System

Notification Forwarding Settings

Set up email forwarding

- All class announcements and office notifications are sent through Oh-o! Meiji
- We recommend forwarding them to an email you check often, so you never miss one
- After logging in, follow the on-screen steps to forward Oh-o! Meiji notices to any email address
- Log in to Oh-o! Meiji and follow the steps shown in the image on the right to forward to any email address.

Manual
Contact
Individual Settings

Individual Settings

Language

Notification Forwarding Settings

Display Count Settings

My Link Settings

1 Settings

2 Confirm

3 Completed

Forwarding Address

Email Address 1

Email Address 2

[Important] Settings changes will not be complete unless you click on the registration URL in the body of the settings confirmation email that is sent when you register. If you do not receive the settings confirmation email, please check that you entered the correct address and that it was not sent to your spam folder.

Forwarding Content

Notifications for You/Notifications from Your Department	Student Life	Forward body	
Notifications from Your Courses	Research	Forward body	
Notifications for Administrative Work	Global	Forward URL only	
Other Notifications from the University	Career Support	Forward body	
	Other	Forward body	
		Forward body	
Class Web Update Notifications		Forward body	
Group Update Notifications		Forward once a day (around 10:00 AM)	
		Do not forward	

Return to Portal Home Without Saving
Confirm

If the content above is correct, click "Confirm" to go to the next stage.

Good to know

Set this up early so important notices reach you from day one.

2 How to find courses

Search the courses you wish to take from the following source.

SOURCE “Syllabus” and “Class Schedule” — download from the GJS website
<https://www.meiji.ac.jp/nippon/office-info/6t5h7p00000e66ny.html>

***The terms shown in the Class Schedule are explained below.**

Semester

S / F

Spring (S) / Fall (F)

**S1 / S2
F1 / F2**

1: First half of the semester
2: Second half of the semester
*For the detailed dates, see the academic calendar.

**Not
shown**

Not offered this year

Class Column

**Pair
with Fri3**

Also conducted on Friday, 3rd period → two classes per week

**Real-
time**

Real-time online class

2nd ~

Available for students in or above 2nd year.

Language of Instruction

Type1

Fully in English

Type2

English & Japanese

Blank

Fully in Japanese

2 How to find courses

Types of Courses that are offered at the SGJS

Course Delivery Method

- **Face-to-face**
Conducted in classrooms
- **Media-based (courses marked [M])**
Two kinds:
 - Real-time
 - On demand

Language of Instruction

- **Japanese**
Conducted in Japanese
- **Type1 (courses marked “(E)”)**
Conducted in English
- **Type2 (courses marked “(E)”)**
Conducted in English and Japanese

Important

Be sure to check the syllabus for details of each course.

3 Course Registration

This section covers registering for four kinds of courses: Japanese language courses, lecture courses, seminars, and a few other things to know.

1

Japanese language courses

2

Lecture courses

3

Seminars

4

Others



Good to know

Each course type has a slightly different process, so follow the specific steps on the slides that follow.

3 Course Registration – Japanese Language Courses

Step 1

Take the SGJS Japanese Language Placement Test.



Step 2

Attend the first class of your assigned level (check the class schedule and classroom beforehand).

Level	日本語科目名/Japanese Language Course Name
7	上級日本語 A・B (読解/聴解/文章表現/口頭表現) Advanced Japanese A/B (Reading/Listening/Writing/Speaking)
6	上級入門日本語 (総合/語彙・漢字) Pre-advanced Japanese (General/Vocabulary & Kanji)
5	中上級日本語 (総合/語彙・漢字) Upper-intermediate Japanese (General/Vocabulary & Kanji)
4	中級日本語 (総合/語彙・漢字) Intermediate Japanese (General/Vocabulary & Kanji)
3	中級入門日本語 (総合/語彙・漢字) Pre-intermediate Japanese (General/Vocabulary & Kanji)
2	初級日本語 (総合/語彙・漢字) Elementary Japanese (General/Vocabulary & Kanji)
1	入門日本語 (総合/語彙・漢字) Introductory Japanese (General/Vocabulary & Kanji)

Important

“General” and “Vocabulary & Kanji” must be registered together. See the Exchange Student Orientation website for the detailed registration procedure.

3 Course Registration – Japanese Language Courses

In plain terms

The two steps

What to do, in order

- First take the SGJS Japanese Placement Test.
- Then attend the first class of the level you're placed into.
- Check the schedule and classroom beforehand.
- Placement decides which level you join.

Who registers you

Depends on your level

- Introductory to Pre-advanced levels: the office registers your Japanese courses for you.
- Advanced-level students register themselves on the Academic Affairs System.
- Your placement result tells you which applies.
- Check with the office if you're unsure.

Good to know

Don't want to take Japanese courses? You need to delete both the **(General)** and **(Vocabulary & Kanji)** courses yourself.

Once deleted, **you cannot add them back through the Academic Affairs System.** If you delete them by mistake, contact the SGJS Office immediately.

3 Course Registration for Other Lecture Courses

WEB Registration · Use the Academic Affairs System

STEP 1

Sep 22 (Tue) 10:00 –
Sep 24 (Thu) 11:00

Course Registration window

Lottery courses (only when seats remain) and ALL other courses

Lottery = limited seats; winners chosen by lottery, not first-come. Course not shown = full.

STEP 2

Sep 25 (Fri) 9:00

Results & Schedule

Lottery results and your class schedule — check on the Academic Affairs System

STEP 3

Sep 29 (Tue) 10:00 –
Oct 1 (Thu) 11:00

Course Add / Drop period for courses other than lottery courses

Adjust your registered courses

For details, refer to the **Course Registration Handbook**.

<https://www.meiji.ac.jp/nippon/office-info/6t5h7p00000e66ny-att/a1779670999845.pdf>

3 Course Registration for Other Lecture Courses

In plain terms

The three steps

- STEP 1 — register on the Academic Affairs System during the window.
- STEP 2 — check lottery results and your schedule.
- STEP 3 — adjust during add/drop period.

About lottery courses

- Lottery courses have limited seats.
- Winners are chosen by lottery, not first-come.
- If a course isn't shown on the Academic Affairs System, it's already full.

Good to know

Register everything you want within the STEP 1 window — results and your class schedule appear on the Academic Affairs System.

3 Course Registration for Seminars

How to Register for Seminars

Seminars (Zemi / Enshu in Japanese)

- Small-group (10-20 students) discussions and lectures
- In the seminar, you set your own research theme and deepen your research through discussions with fellow seminar members.
- Some teachers may require a certain level of Japanese

How to Register

- Consult the seminar instructor directly
- The office will register you for the seminar

Good to know

You cannot add seminars yourself in the Academic Affairs System — the office registers them for you.

3 Course Registration

Other Important Information

Lottery Courses (courses with enrollment limits)

If a course does not appear in the course registration system, it is already full. Follow the instructions on the previous slides and register within the designated period. Please also refer to the **Course Registration Handbook**.

Sports Courses

The registration procedure differs from that of other courses. If there are any available seats, the Nakano Campus Office will send an announcement about registration via **Oh-o! Meiji**.

Courses that screen students in the first session

Some courses select students during the first session, so you must attend that first class if you wish to enroll. For those courses, please refer to the Course Registration Handbook and the syllabus for each course.

3 Course Registration

Important Notes

1

Maximum Credits

The maximum number of credits you can register is **24 credits per semester**.

2

Travel Between Campuses

If you take courses on other campuses, **leave one class period between classes** to allow enough time for travel.

3

Credit Transfer

Check with your home university about **credit transfer** before registering.

4

Course Withdrawal Period

You can withdraw from up to **2 GJS courses (4 credits maximum)**.

Spring: mid-May **Fall:** mid-October

5

Classroom & Schedule Changes

Classrooms and schedules may change during the semester. Please **regularly check the Oh-o! Meiji announcements**.

Good to know

As an exchange student you have **no fixed credit requirements** here — plan around your home university's needs.

4 Others

Student Life

Student ID

Distributed at Room 202, 2F, High-rise wing.

September 22 (Tue), 12:40–13:50

Please bring your passport or residence card of Japan.



Commuter pass

After receiving your student ID card, discounts are available on train and bus commuter passes.

Academic Advisors

An SGJS faculty member who supports exchange students with their studies.

- Your Academic Advisor is an SGJS faculty member
- They help with your studies
- For course registration, contact the SGJS Office
- They are your go-to for registration questions

Our Office

School of Global Japanese Studies Office (Administrative Office)



No.3 counter: SGJS office

From the entrance, take the escalator and turn left to reach the 3rd-floor office.
See the office hours on the SGJS website before the visit.



Wishing you all the best!

SGJS Orientation for Exchange Students